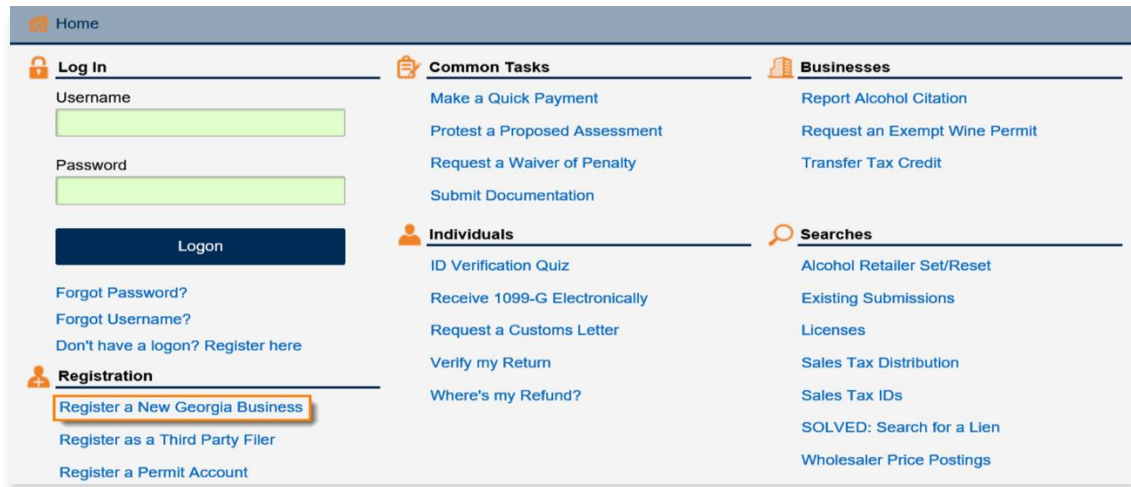


The following documentation provides information on how to register a new business on the Georgia Tax Center (GTC).

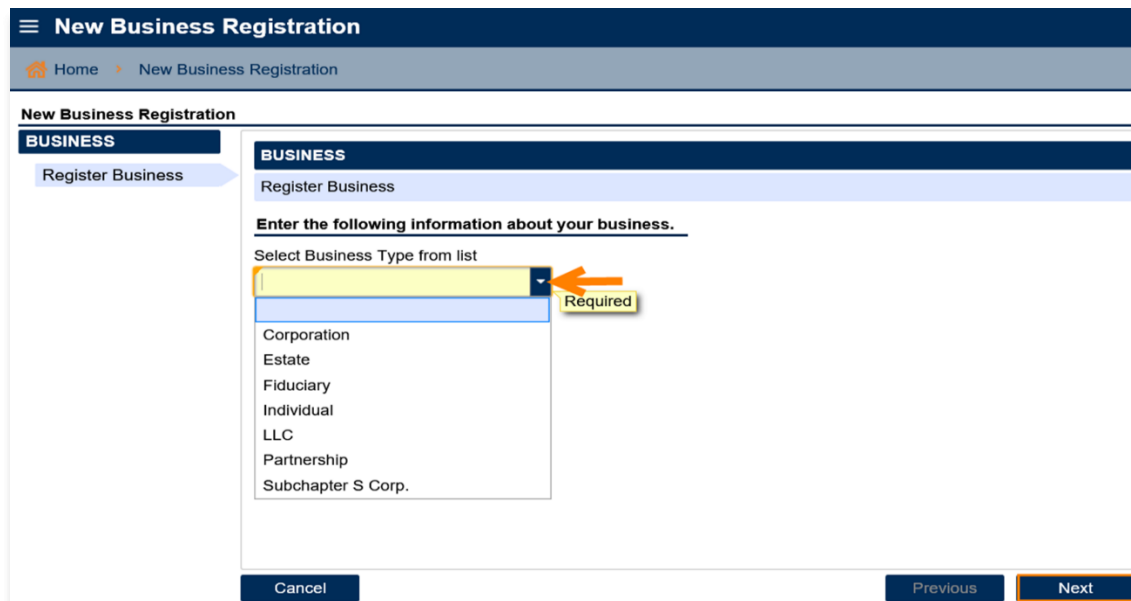
How to Register a New Business:

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>) and click the **Register a New Georgia Business** hyperlink.



The screenshot shows the GTC homepage with a navigation bar at the top. Below the navigation bar, there are three main sections: 'Log In', 'Common Tasks', and 'Businesses'. The 'Log In' section includes fields for Username and Password, a 'Logon' button, and links for 'Forgot Password?', 'Forgot Username?', and 'Don't have a logon? Register here'. The 'Common Tasks' section lists various actions like 'Make a Quick Payment', 'Protest a Proposed Assessment', 'Request a Waiver of Penalty', and 'Submit Documentation'. The 'Businesses' section lists actions like 'Report Alcohol Citation', 'Request an Exempt Wine Permit', and 'Transfer Tax Credit'. The 'Registration' section is highlighted, showing the 'Register a New Georgia Business' link, which is the focus of the first step.

2. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.



The screenshot shows the 'New Business Registration' form. The 'BUSINESS' section is active, showing a drop-down menu for 'Select Business Type from list'. The 'Next' button is highlighted. The form includes a 'Cancel' button and a 'Previous' button. The 'Required' label is next to the drop-down menu.

3. Provide the **Business Location Address**.

Provide Address

Enter your business location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

Address must be verified before continuing.

4. Click the **Verify your address** button to validate the address.

BUSINESS

Provide Address

Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)
SUITE

Unit # (if Unit Type is selected)
5000

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

Select County from list
DEKALB

Attention

Verify your address

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country

USA

Multi-Line

Unverified

Street

1800 CENTURY BLVD NE

Unit Type

SUITE

Unit #

5000

City

ATLANTA

State

GEORGIA

Zip

30345-0000

County

DEKALB

Attention

Save

Cancel

- If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.

Select Verified Address

Verified

1800 CENTURY BLVD NE
ATLANTA GA 30345-3202

Select this address

Verified

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Select this address

Verified

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Select this address

Verified

1800 CENTURY PL NE
ATLANTA GA 30345-4301

Select this address

OK

Cancel

- Enter a different mailing address, if applicable. Click the **Next** button.

Is your mailing address the same as your business address?

Yes

No

Cancel

Previous

Next

7. Select the account(s) to register. Click the **Next** button.

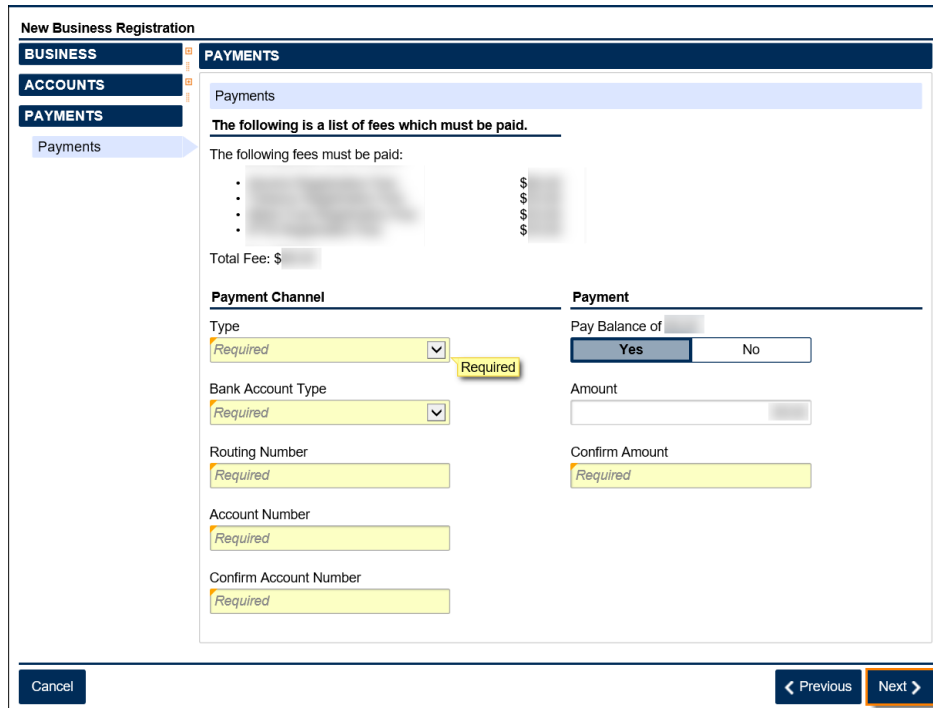
ACCOUNTS	
Select Accounts	
Select the account(s) you are registering.	Additional Information
<input type="checkbox"/> Adult Entertainment Tax	<p>You must register a Sales & Use Tax account if you are registering one of the following account types:</p> <ul style="list-style-type: none"> • Adult Entertainment Tax • Fireworks Excise Tax • Motor Fuel Retailer • Motor Fuel Distributor • Motor Fuel Non-Highway • Non-Prepaid 911 Charge • Prepaid Wireless 911 Charge • State Hotel-Motel Fee <p>These accounts will share the account start date of the Sales & Use Tax account.</p>
<input type="checkbox"/> Alcohol License	
<input type="checkbox"/> Composite Tax	
<input type="checkbox"/> Corporate Income Tax	
<input type="checkbox"/> Fireworks Excise Tax	
<input type="checkbox"/> International Fuel Tax	
<input type="checkbox"/> Motor Fuel Distributor Tax	
<input type="checkbox"/> Non-Prepaid 911 Charge	
<input type="checkbox"/> Prepaid Wireless 911 Charge	
<input type="checkbox"/> Sales & Use Tax	
<input type="checkbox"/> State Hotel-Motel Fee	<p>Payments made for the following account types must be paid through ACH Debit:</p> <ul style="list-style-type: none"> • Composite Tax • Corporate Income Tax • Fiduciary Income Tax • Individual Income Tax • International Fuel Tax • Non-Prepaid 911 Charge
<input type="checkbox"/> Tobacco License	
<input type="checkbox"/> Withholding Tax	
<input type="checkbox"/> Withholding Misc Film	

[Cancel](#)
[< Previous](#)
[Next >](#)

8. The below listed account types will prompt additional questions. Complete each section that appears for the account(s) you selected in the previous step and click the **Next** button(s).

- Sales & Use Tax
- Withholding Tax
- Withholding Misc Film
- Alcohol License
- Tobacco License
- Motor Fuel Distributor Tax
- International Fuel Tax
- Composite Tax
- Corporate Income Tax

- Account types that require registration fees or tax payments due at the time of registration will prompt you for payment information. Provide the required information and click the **Next** button.



New Business Registration

BUSINESS | **ACCOUNTS** | **PAYMENTS**

PAYMENTS

The following is a list of fees which must be paid.

The following fees must be paid:

- [Redacted] \$
- [Redacted] \$
- [Redacted] \$

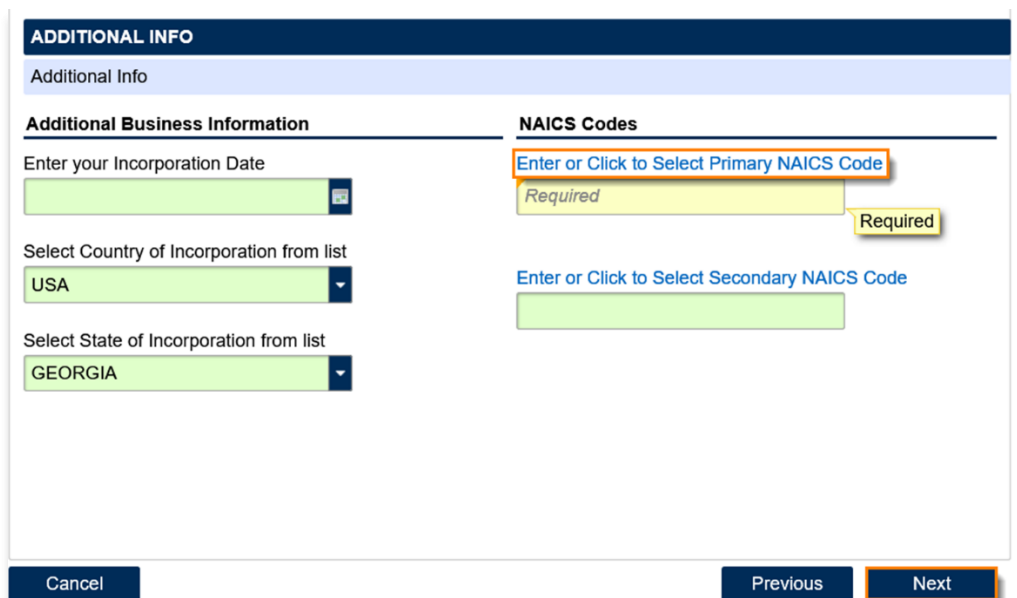
Total Fee: \$ [Redacted]

Payment Channel	Payment
Type [Required] [Dropdown]	Pay Balance of [Redacted] Yes [Selected] No
Bank Account Type [Required] [Dropdown]	Amount [Redacted]
Routing Number [Required]	Confirm Amount [Required]
Account Number [Required]	
Confirm Account Number [Required]	

Cancel **< Previous** **Next >**

- Complete the Additional Business Information section. Enter your **NAICS** code(s). Click the **Next** button.

- If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword.



ADDITIONAL INFO

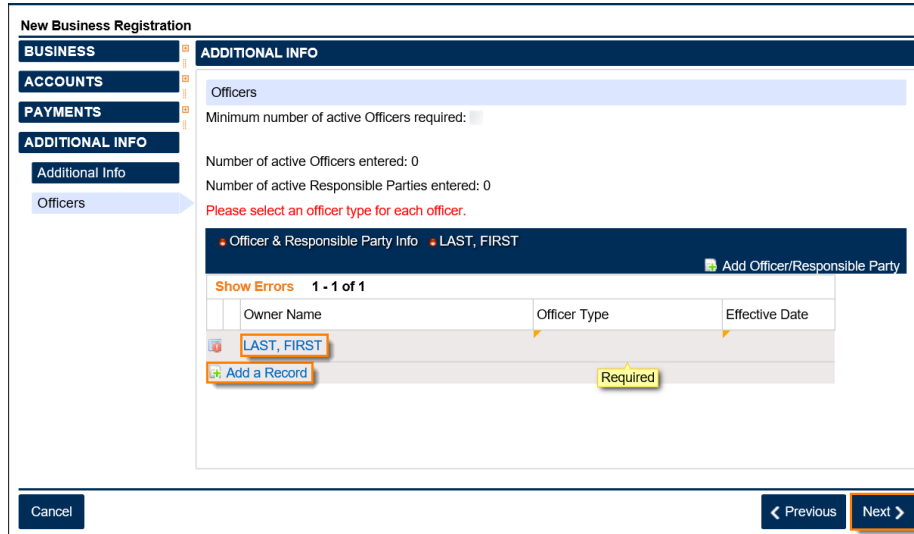
Additional Info

Additional Business Information	NAICS Codes
Enter your Incorporation Date [Redacted]	Enter or Click to Select Primary NAICS Code [Required] [Redacted] Required
Select Country of Incorporation from list USA [Dropdown]	Enter or Click to Select Secondary NAICS Code [Redacted]
Select State of Incorporation from list GEORGIA [Dropdown]	

Cancel **Previous** **Next**

11. Click the **Add a Record** hyperlink to add officers and/or responsible parties.

- Individual licensees for alcohol, tobacco, and motor fuel distributors will appear here. Click the **Owner Name** hyperlink to update their information.



New Business Registration

BUSINESS | **ADDITIONAL INFO**

ADDITIONAL INFO

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

Please select an officer type for each officer.

• Officer & Responsible Party Info • LAST, FIRST

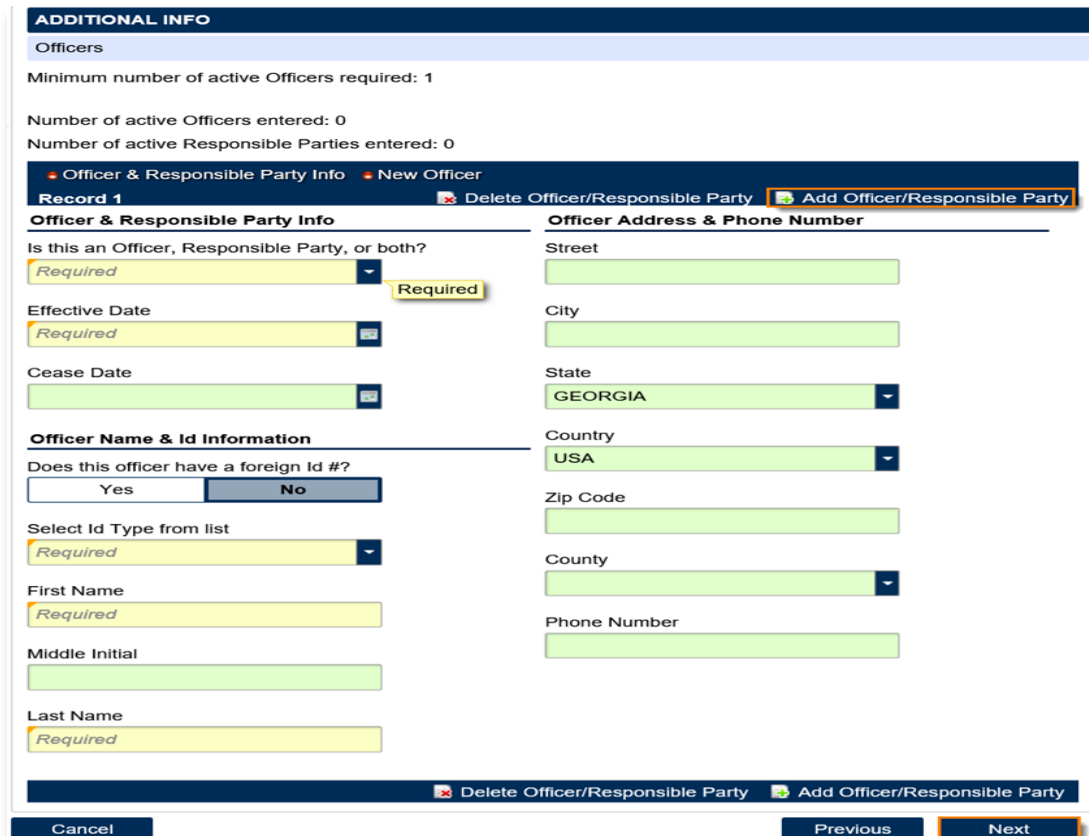
Show Errors 1 - 1 of 1

Owner Name	Officer Type	Effective Date
LAST, FIRST		

Add a Record **Required**

Cancel **Previous** **Next**

12. Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.



ADDITIONAL INFO

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

• Officer & Responsible Party Info • New Officer

Record 1 **Delete Officer/Responsible Party** **Add Officer/Responsible Party**

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both?

Required **Required**

Effective Date **Required**

Cease Date

Officer Name & Id Information

Does this officer have a foreign Id #?

Yes No

Select Id Type from list **Required**

First Name **Required**

Middle Initial

Last Name **Required**

Officer Address & Phone Number

Street

City

State **GEORGIA**

Country **USA**

Zip Code

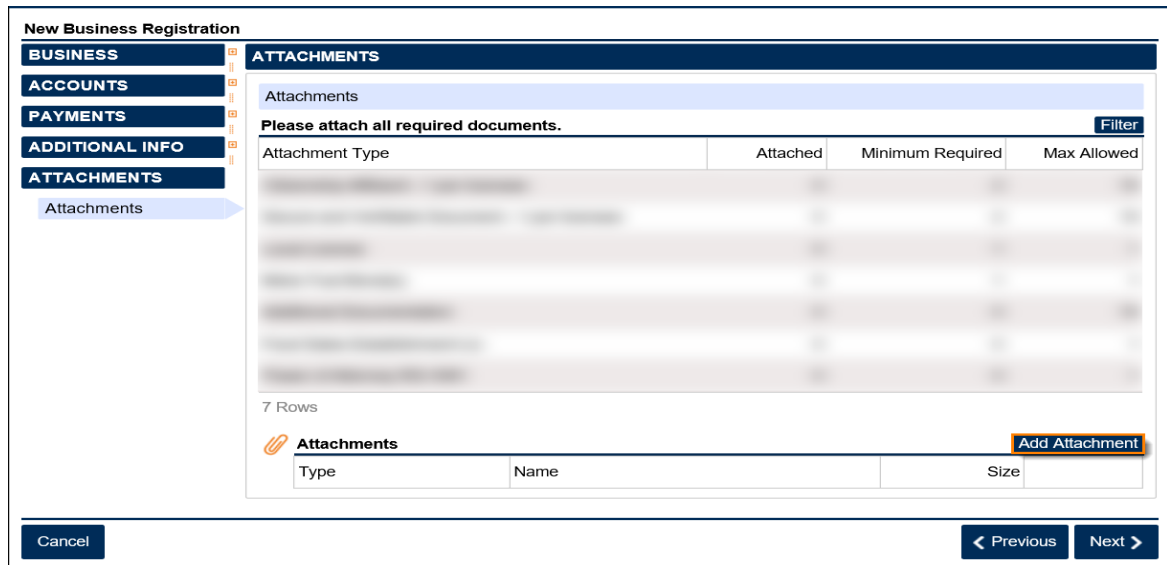
County

Phone Number

Delete Officer/Responsible Party **Add Officer/Responsible Party**

Cancel **Previous** **Next**

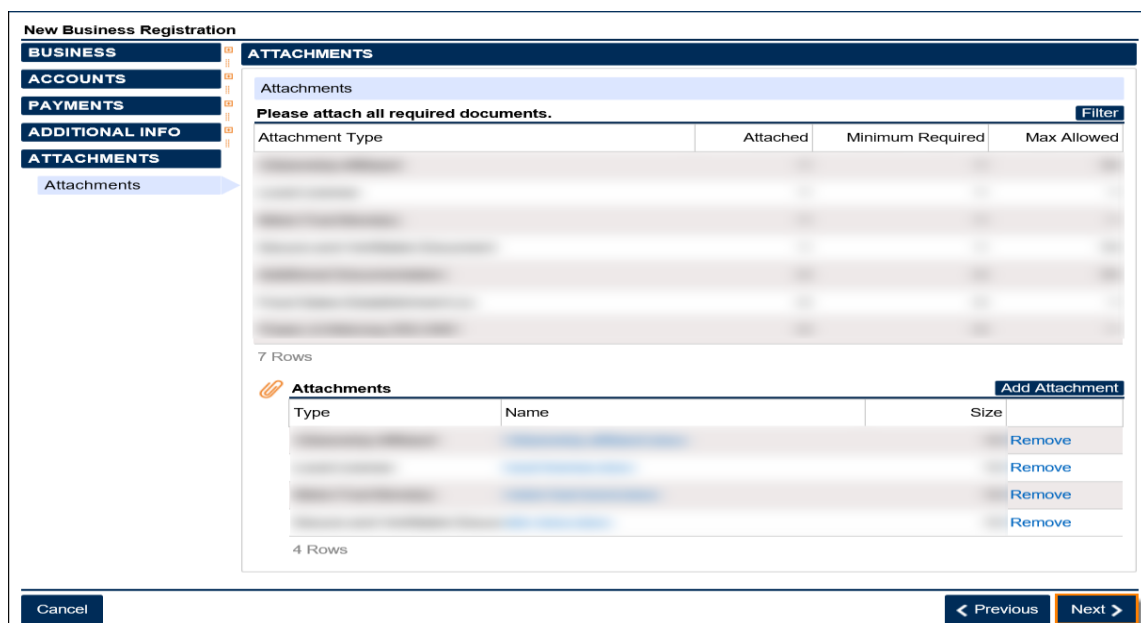
13. Some account types require documents to be submitted at the time of registration. Click the **Add Attachment** button to upload the required documentation.



14. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.



15. Repeat steps 14 and 15 until all attachments are added. Click the **Next** button.



16. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

LOGIN

Create Login

Enter login information

Login

Required

Password

Required

Confirm Password

Required

In case you forget your password

Select Secret Question from list

Required

Secret Answer

Required

Confirm Answer

Required

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name

Required

E-mail

Required

Confirm E-mail

Required

Country

USA

Select Phone Type from list

Required

Phone Number

Required

Cancel

Previous

Next

17. Select the preferred **Two-Factor Authentication** method. Click the **Next** button.

LOGIN

Two-Factor Authentication

Authentication Options

Choose your authentication method

Text

Email

Both

Email

Country

USA

Mobile Carrier

Required

Required

Mobile Phone

Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Cancel

< Previous

Next >

18. Review the summary of the request. Click the **Submit** button.

New Business Registration

BUSINESS

ACCOUNTS

ADDITIONAL INFO

LOGIN

New Business Registration

NEW BUSINESS REGISTRATION

Business Type :

Corporation Name :

Federal Employer ID # :

Account Type :

Account Type :

Officer Name :

Login :

Cancel

< Previous

Submit

19. Click **Yes** to confirm you want to submit the request.

Are you sure you want to submit this?

Yes

No

A confirmation page will appear with the confirmation number for the registration request.

Confirmation

Home > New Business Registration > Confirmation

Confirmation

Submission Information

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	New Customer Registration
Submitted	19-Dec-2018

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is .

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation